

**Manchester Public Schools
Health and Safety Committee Meeting
March 25, 2014**

Attendees: Stephen Tonucci, Buildings and Grounds Supervisor, Richard Ziegler, Facilities Manager, Debbie Streeter, Paraprofessional, Sue Valade, Coordinator of School Health Services, Mary Rose Lombardi, School Nurse, Chris Terry, Buildings and Grounds, Christopher Wardrop, U.S.I. Insurance Representative, and Terri Smith, Health and Safety Committee Chairperson.

The minutes of the Health and Safety Committee meeting on September 24, 2013, were accepted and approved and will be posted on the Board of Education website.

Old Business:

Flu Update – Sue Valade

Two (2) flu clinics were held in October 2013. One at Illing Middle School and one at Central Office. Approximately 200 vaccines were given. No significant outbreak. Overall, staff was pleased with the efficiency. School nurses also reported positive results.

Recommendations for fall 2014:

- Schedule clinics in the spring of 2014
- Advertise early to staff

Employee Wellness Update – Terri Smith

- “Seated” massage to be offered at all locations starting in February 2014.

Tools for Schools Update – Richard Ziegler

- Mold issues in the Illing portables, M.H.S. computer and music room and Robertson humidifier have been resolved.
- Polyurethane spill in the carpenter shop at Illing
- Mice and roaches are being exterminated in the M.H.S. consumer science wing. Roaches re-appeared after several weeks. More treatments needed.
- White powdery substance was found in the M.H.S. kitchen area – the Manchester Fire Department was called.
- Temperature issue in the nurse’s office at Highland Park
- Sewer smell and open drain line from construction at Highland Park
 - 22 floor drains not sealed
 - Sewer backup in nurses office
- Asbestos in the Buckley stage HVAC system – remove April 2014
- Asbestos M.H.S. Room 164 – floor tile – Summer 2014
- Asbestos Keeney Cafeteria floor – Summer 2014
- Keeney and Buckley will be off-line for several weeks for electrical upgrades in the Summer of 2014
- Illing – Phase II construction – offline Summer of 2014
- Deb Streeter to email Rich Ziegler regarding brackets for white board at Illing
- Chris Terry expressed concerns regarding asbestos in the M.H.S. pool locker room and the hall next to G47.
- The student parking lot at M.H.S. (adjacent to the Cafeteria entrance) will be closed during the summer of 2014 for rewiring of light poles.

Employee Training Programs – Terri Smith

- All staff will receive Global Harmonized System training in 2014.

Worker's Compensation Claim Review – Terri Smith

- Review of Workers' Compensation claims since July 1, 2013. There were a total of 109 claims filed.
- OSHA reportable/recordable injuries – Congratulations to the following locations which had no major injuries or lost time in 2013!
 - Buildings and Grounds Supervisors and Maintenance Staff
 - Bentley Alternative Education Staff
 - Cafeteria Office Staff
 - Martin Elementary School Staff
- CIRMA – large loss video was shown
- Manchester Public Schools will receive the CIRMA Risk Management Award on May 16, 2014!

Building Inspections – Steve Tonucci

- All inspections were completed in November 2013 by the Town of Manchester and Eighth District Fire Marshalls.
- Only one (1) open work order for Washington School

New Business:

Steve Tonucci –

- Constantly rebuilding time-out rooms. Issue with the Fire Marshall. Potential for staff injuries. Manchester to survey other districts (CASBO/CASPA).
- Hooks for Red Cross Safety Bags – M.H.S., Illing and Bowers are complete. However, the teachers are not using the hooks.
- Karyn Bennett ordered safety bags for all schools.
- Lock down procedures in bags – Mrs. Brooks to send communication.
- M.E.L.C. and Recreation Department going outside and propping doors open.
 - Possibly give badges to M.E.L.C. employees and Summer Camp Directors
 - Terri Smith to review board policy with Dr. Kisiel
- M.H.S. Cafeteria “Murder Mystery Theater” – staff requested to have the ventilation turned off. Custodian said “no”.
- Keeney electrical fire on March 21, 2014 at 3:55 p.m. The building secretary called Buildings and Grounds. Reminder is needed to leave the building and call 911.
- Town contractors and vendors are showing up at schools. Need memo stating that vendors are coming out to buildings. Building security is lax. Doors and windows are open.
- M.H.S. Bailey Auditorium – Unauthorized vehicles are parking behind the music wing. There is no parking (fire lane). School Resource Office to issue tickets?

Chris Terri –

- Referred to new B.B.P. policy for staff handling of soiled laundry.

After no further discussion, the meeting was adjourned at 5:00 p.m. Next meeting is June 3, 2014.

Respectively submitted,

Terri Smith
Health and Safety Committee Chairperson